

SUBJECT: <b>Liaison with other Agencies</b>	NUMBER: 2-26.02
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: ADM.15.01, ADM.15.02, ADM.15.03	APPROVED: Sheriff

#### **A. POLICY**

It is the policy of the agency to establish and maintain a positive working relationship with other agencies. The guidelines set out herein should assist employees in maintaining open communication and cooperation with other agencies not only within the criminal justice system, but in the realm of social services.

#### **II. RESPONSIBILITIES**

- A. All employees of the agency are reminded that they work for the public and they are responsible to protect and serve in all areas of public safety.
- B. Employees often encounter people who are in need of services from one or more of the local social service agencies. Although these problems may not be of a criminal nature, employees are obligated to make every effort to determine the needs of the individual and assist in obtaining help.
- C. Because all criminal justice and social service agencies must work together, each employee is responsible for acting in a courteous and professional manner when in contact with other criminal justice and social service agencies.

#### **III. REFERRALS**

- A. Agency employees, in the course of performing their duties, often encounter people in need of a type of help best provided by another criminal justice agency or a social service agency.
- B. All deputies are expected to be familiar with the application of New Mexico State Law as it applies to problems arising within the community. In dealing with problems presented to the deputy, the determination of whether the problem is of a criminal nature or of a social or civil nature is made by the deputy.
- C. Referrals to other agencies should be based upon specific criteria:
  1. Nature of the problem;
  2. Type of help or remedy required;
  3. Identification of the agency best suited to provide the necessary remedy.

- D. Juvenile problems should normally be referred to and handled by either, children, youth and families, the juvenile probation and parole office, juvenile corrections or the department of human services.
- E. Problems of an adult criminal nature should be handled through either the district attorney's Office or adult probation and parole office, adult corrections or other law enforcement agencies having concurrent authority in the agency service area. The determination which office is to be referred to should be based on the type and degree of the crime.
- F. Problems which are determined to be of a civil nature should be referred to either magistrate court or district court.
- G. Issues which could be deemed a social problem should be referred to a variety of services and resources which are available in Valencia County. Employees should maintain a working knowledge of the available services and resources in order to expedite the referral process.
- H. At times, a situation may require an officer to transport individuals to a social service agency, arrange for transportation or arrange for a representative of the agency to come to their location. In these situations, employees should cooperate fully with all social service agencies, if possible.
- I. The sheriff's office may also have situations which may require deputies to make referrals to other law enforcement and fire rescue agencies, adult probation and parole, juvenile probation and parole, human services, local emergency medical service and any other agency deemed necessary to accomplish the situation at hand.